

FIVE-QUESTION CHECKLIST

Five questions before AI touches the work

A governed AI use case should be explainable before it is deployed. Answer these five questions in writing.

01

What exact job is the system being asked to do?

- Name the team and intended users.
- Describe the task in one sentence.
- State what success can be measured.

02

Which sources is it allowed to use?

- List the approved policies, procedures, standards or records.
- Record the owner and version of each source.
- Exclude information that is unnecessary or unapproved.

03

What must it refuse or escalate?

- Identify decisions outside the system's authority.
- Define prohibited requests.
- Name the conditions that require a person to take over.

04

Who remains accountable for the outcome?

- Name the accountable role.
 - State what that person must review or approve.
 - Define how users reach that person.
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05

What evidence must be retained?

- Request and response identifier
 - Source sections used
 - Qualification, refusal or escalation outcome
 - Timestamp and accountable owner
 - Review or approval record where required
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If you cannot answer all five, the system is not ready for that use case.

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